REQUISITION TIPS

Changing the Purchasing Agency on a Reqiusition

If the status of the requisition is < **200**
    RQS4 – Change status code to **105**
    RLI2 - Change status code of **lines** to **196.**
    RQS4 - Change **Purchasing Agency.**
    RLI2 - Change status code of **lines** back to **105.**

If the status of the requisition is => **200**
    RQS2 Change to desired Purchasing Agency.

Sending a Requisition to State Purchasing

Be sure to enter the **GEO BID CODE** and any **RECOMMENDED VENDORS** on **RQS5**.

Changing Requisitions Returned from Purchasing

1. **RAST** - Locate requisition at status **160-163**.
2. **RQS4** - Change status to **105** to change commodity codes, quantities, account distributions. Some changes can be made without changing the requisition status (**RMOD**, **RTXT/RTXL**).
3. **RACG** - If changes were made that affect accounting, a change to the account distribution would be made. Add an account distribution change record for the requisition accounting distribution that needs to be increased or decreased. Enter a change number for this account distribution.

Enter Function:	**ADD**
Account Dist. Number:	**(The one to be increased or decreased)**
Change Number:	**01 (or 02, 03, etc.)**
Status Code:	**0**
Action Code:	**I or R**
Amount:	**Enter the amount of the increase or decrease.**

4. **RACG** - Change the status of **RACG** to '1', then press enter
5. **RQS4** – Change the status to **145**, then **150**. The requisition returns to status **200**.

Pre-Encumbrance Tips

1. If a requisition is disapproved after pre-encumbrance, the disapproval does not cancel the pre-encumbrance. Remember to cancel any pre-encumbrances if a requisition is not going to be used.

2. If status **197/198** is used to cancel the pre-encumbrance (**RACG**'s) with the intention of creating new **RACG**(s) the cancellation, creation of new **RACG**(s) and the pre-encumbrance should all be completed in the same day. Otherwise, inability to pre-encumber and continue processing of the requisition could occur.

3. Requisitions entered for next fiscal year and are processed past the pre-encumbrance status prior to the beginning of the next fiscal year, are not actually pre-encumbered in AFS (NO OPRQ/OPRL RECORD EXIST). Management should take this into consideration when using pre-encumbrances as a planning tool.